



U.S. ARMY GARRISON HAWAII

Installation Management Command | We are the Army's Home

OUT-PROCESSING CENTER

(BLDG 750, ROOM 102)

inbox: usarmy.schofield.id-pacific.mbx.out-processing-hi@mail.mil

ALCON,

In an effort to minimize COVID-19 risk, the Out-Processing Center have implemented in-person, online (email) and/or telephonic procedures in order to accomplish initial and final out-processing procedures. Installation and Unit level clearing papers will be issued in-person or via email correspondence in order to limit the amount of foot traffic within the area of operations.

To get **Clearance Papers**:

In-Person: Our office is located in room 102, BLDG 750, Ayers Ave, Soldier Support Center

Online: Soldiers are directed to their Brigade/Battalion S1 in order to receive clearing papers. S1s will send request to the Out-Processing inbox with the following documents embedded in the email.

Visit <https://home.army.mil/hawaii/index.php/about/Garrison/directorate-human-resources/military-personnel-division/out-processing-center>. Click "Request Clearing Papers" Tab.

To Receive Clearance Papers - Documents Required:

DoD ID Number

Approved DA 31

Orders/Amendments

Approved ETP (DEROS Changed) - if applicable

Final Out-Processing Procedures:

In-Person: Our office is located in room 102, BLDG 750, Ayers Ave, Soldier Support Center

Online: Brigade/Battalion S1 will send the following documents to the Out-Processing inbox usarmy.schofield.id-pacific.mbx.out-processing-hi@mail.mil. Once verified the Out-Processing Center will validate and provide a final Out-Processing Stamp and return stamped clearance papers to the S1 for distribution to the Soldier.

Final Clearance Documents - :

Installation Clearance Record (DA 137-2)

Unit Clearance Record (DA 137-1)

Approved DA 31

Orders/Amendments

Approved ETP - if applicable

Attachment 91 (PCS ROM and COVID-19 Test Verification Memorandum) - **PCSing from U.S. to a foreign country ONLY**



Please contact our office at (808) 655-4274 or inbox: usarmy.schofield.id-pacific.mbx.out-processing-hi@mail.mil if you have any questions. Soldiers are also welcome to contact our office for individual questions as well.

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